

Access Card Application Form

Employee Use Only

Date Added: _____

Employee: _____

Card Number: _____

**Renton Airport
Clayton Scott Field**

Circle One: Pilot / Visitor / Contractor / Other / Boeing Employee
Vendor / City Employee / FAA Employee

Date of Application: _____

Name of Cardholder: _____

Business/Association: _____

Address: _____

City, State, Zip: _____

Primary Phone: _____

Alternate Phone: _____

Email: _____

Location of Aircraft: _____

Leaseholder of Aircraft: _____

Copy of Drivers License: Yes / No

There will be a \$50.00 charge for all lost or stolen cards. Return card to airport office when it is no longer needed. Access cards will be deactivated if unused for one (1) year.

Cardholder Signature: _____

Renton Airport Ground Vehicle Operations

Purpose

The purpose of the ground vehicle operating rules program is to establish guidelines for the administration of the Ground Vehicle Operating Rules instructional booklet and test, along with issuing gate cards to all persons requiring access to Renton Municipal Airport.

Scope

The Renton Municipal Airport (Airport) is a general aviation facility serving the City of Renton and other communities in the vicinity. General aviation activity includes all aviation activity except that of certified air carriers and the military. The airport provides regional aviation services for air charter, air taxi, corporate, business, and recreational flyers. Renton is also an FAA-designated “reliever” airport, diverting general aviation aircraft traffic from Seattle-Tacoma International Airport. The Boeing Company located on and adjacent to the airport manufactures Boeing 737 commercial aircraft and uses the airport for maiden test flights. The Airport is predominately used by single and light-twin engine piston aircraft, and ranks among the top ten airports in the State of Washington for aircraft takeoffs and landings.

Introduction

To prevent runway incursions and to comply with basic security standards, the Airport requires the use of a gate card for all vehicular traffic to enter and exit the Airport. Pedestrians are able to access the Airport through a limited number of pedestrian access or “P” gates. These gates require a numbered code to gain entry onto the Airport premises. All pedestrians requiring access to restricted areas of the Airport must contact the Airport Office during normal business hours at (425) 430-7471.

Vehicle Gate Card Policy

The following general guidelines have been established to determine the criteria for access to restricted and / or secured areas of Renton Municipal Airport. Authorized access will be based upon need, safety, and security, according to the Rules and Regulations & Minimum Standards for Commercial Service Providers at Renton Municipal Airport. Each request will be reviewed on a case-by-case basis.

Persons requiring vehicular access to the Airport will be required to read the Ground Vehicle Operating Rules instructional booklet and complete a short open-book test. Upon satisfactory completion of the test, a valid driver’s license must be presented at the time the gate card is issued for proof of identification and driving privileges. Gate cards will be issued at the Airport Office during normal business hours (0830-1630, Monday through Friday).

Please read and initial each of the statements below

- _____ Each Airport Tenant (hangar, tie-down, and property lessee) will be issued one personal gate card upon satisfactory completion of the Ground Vehicle Operating Rules Test. Spouses and other family members requesting access to restricted and / or secured areas will also be required to pass the Ground Vehicle Operating Rules Test and have his/her own card.
- _____ The access card is the property of Renton Airport. It must be presented for inspection if requested, or surrendered to the Airport Manager upon termination of employment, termination of tenancy, violation of Airport Rules and Regulations, or violation of the Ground Vehicle Operating Rules. This card is nontransferable and shall be neither loaned nor given to anyone else, reference RCW 9A 60-040, "Criminal Impersonation," and other applicable laws.
- _____ All applicants must pass a ground vehicle training exam prior to being issued a security gate card. The Ground Vehicle Operating Rules instructional booklet may be used for reference.
- _____ In order to reduce the possibility of an incident/accident and to maintain appropriate security measures at the airport, all tenants will only be given access to the gate(s) closest to their aircraft or place of business.
- _____ A lost or stolen gate card must be reported immediately to the airport office at (425) 430-7471. There is a \$50.00 non-refundable replacement fee.
- _____ **Vehicles are required to stop after entry and exit through the security gate until the gate completely closes.** Unescorted "follow-through" vehicles are not permitted. Cardholders are responsible for their guests at all times while they are in the Air Operations Area.
- _____ Vehicular violations will be dealt with by Airport Operations or the Airport Manager on a case-by-case basis and may include temporary or permanent revocation of the gate card and airport access.
- _____ **All gate cards will expire on the same date that the individual's driver's license expires.** At that time, cardholders will need to update their records in the Airport Office and show a valid renewal of their driver's license.

I have read and understand the above policies and agree to comply. I will notify the Airport when my address, aircraft ownership, or tenancy changes.

Signature: _____

Date: _____

**Renton Airport Ground Vehicle Operations
Open-Book Test**

Name: _____

Date: _____

1. A/The _____ is a Movement area (circle all that apply):
 - A. Runway
 - B. Taxiway Object Free Area
 - C. Ramp
 - D. Taxiway
 - E. Vehicle Drive Lane
2. What must be done before you enter a Movement Area (circle all that apply):
 - A. Contact your company for authorization
 - B. Contact Renton Ground for permission on 121.6 MHz when the Tower open
 - C. Nothing
 - D. Make sure your amber beacon is flashing
 - E. Honk your horn repeatedly
3. You must contact Renton Ground on 121.6 MHz before driving on a non-movement area:
 - A. True
 - B. False
4. Taxiways are:
 - A. Painted with both white and yellow markings and have blue lights
 - B. Painted with yellow markings and have blue lights
 - C. Painted with yellow marking and have white lights
 - D. Painted with white markings and have white lights
5. A taxiway and a ramp are the same thing.
 - A. True
 - B. False
6. What must you do before crossing the movement/non-movement boundary line into the Taxiway Object Free Area (circle all that apply)?
 - A. Obtain permission from Renton Ground on 121.6
 - B. Call Renton City Hall and ask
 - C. Turn on your vehicles amber flashing beacon
 - D. Nothing

7. Runways are:
 - A. Painted with both white and yellow markings and have blue lights
 - B. Painted with yellow markings and have blue lights
 - C. Painted with yellow marking and have white lights
 - D. Painted with white markings and have white lights
8. A double yellow line followed by two dashed yellow lines denotes a:
 - A. Runway hold line
 - B. Vehicle control line
 - C. Taxiway edge line
 - C. Runway touchdown markers
9. When you approach a Runway Hold Line with the intent of entering the runway you should:
 - A. STOP!
 - B. Contact Renton Ground on 121.6 MHz to request permission to cross when the Tower is open
 - C. Wait for Renton Ground to authorize you to access the runway
 - D. All of the above
10. You may drive in a restricted area:
 - A. True
 - B. False
11. If you drive in a restricted area the airport manager may revoke your access card:
 - A. True
 - B. False
12. When driving on the west side of the airport, drivers must use the:
 - A. Taxiway Object Free Area
 - B. Vehicle Drive Lane
 - C. Taxiway
 - D. Runway
13. If an aircraft or another vehicle is blocking a portion of the Vehicle Drive Lane, then a possible solution(s) is/are to (circle all that apply):
 - A. Turn around and head back to where you came from.
 - B. Cautiously deviate as necessary from the Vehicle Drive Lane to go around and then reenter the Vehicle Drive Lane as soon as practicable
 - C. Exit at the closest vehicle gate and then reenter the field at another vehicle gate closest to your destination.
 - D. Wait at a sufficient distance for the vehicle or airplane to move out of the Vehicle Drive Lane and then continue
14. When driving on the airport be cautious, and know that at all times:
 - A. Aircraft have the right-of-way
 - B. Airport operations vehicles have the right-of-way
 - C. Fuel trucks have the right-of-way

15. The **maximum** speed limit when driving on the airport is:
- A. 5 mph
 - B. 10 mph
 - C. 15 mph
 - D. 20 mph
16. The **maximum** speed limit when driving around airplanes is:
- A. 5 mph
 - B. 10 mph
 - C. 15 mph
 - D. 55 mph
17. **Circle all true statements** below concerning operations when the Tower is closed.
- A. The Tower frequency of 124.7 MHz becomes the Common Traffic Advisory Frequency
 - B. You must announce your intentions to enter any Movement Area on the CTAF when the Tower is closed
 - C. You must wait for any aircraft to fully exit the Runway before entering
 - D. You may now drive in the Restricted Areas
 - E. You may now drive as fast as you like
18. What frequency do you use to contact Renton Ground when the facility is open?
- A. 132.95
 - B. 124.70
 - C. 128.50
 - D. 121.60
19. What should you do first when turning on your VHF radio?
- A. Listen to the frequency prior to transmitting
 - B. Turn on the radio, key up, and start talking about current events
 - C. Make repeated calls to the Air Traffic Control Tower
 - D. Inform the Air Traffic Control Tower where you are going
20. If you lose radio contact while in the Movement Area you should immediately:
- A. Exit the movement area
 - B. Stop, drop, and roll
 - C. Continue operating in the Movement Area until you are finished
21. The steady red light gun signal means:
- A. You have the Tower's permission to cross
 - B. Stop immediately!
 - C. Return to starting point
22. FOD consists of:
- A. Nuts, bolts, washers, safety wire, and dust caps
 - B. Wood chips, paper cups, and pizza boxes
 - C. All of the above

23. Who has the responsibility for picking up FOD?

- A. Airport Maintenance Workers
- B. Pilots
- C. Airport Tenants
- D. Everyone

24. If an emergency or fuel spill occurs on the airport you should call (circle all that apply):

- A. AAA
- B. Police and/or Fire via 911
- C. Airport Office at (425) 430-7471